

EDITED TASK LISTING

CLASS: LABORATORY ASSISTANT, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Maintains order of individuals committed to the Department of Corrections and Rehabilitation, to maintain security of work areas and materials in the performance of daily activities, and to prevent escapes or injuries by inmates to themselves, others, and/or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surrounding area and various alarm systems) as directed by the Department Operations Manual (DOM).
2.	Instructs individuals committed to the Department of Corrections and Rehabilitation, to maintain security of work areas and materials in the performance of daily activities, and to prevent escapes or injuries by inmates to themselves, others, and/or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surrounding area and various alarm systems) as directed by the Department Operations Manual (DOM).
3.	Supervises the conduct of individuals committed to the Department of Corrections and Rehabilitation, to maintain security of work areas and materials in the performance of daily activities, and to prevent escapes or injuries by inmates to themselves, others, and/or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surrounding area and various alarm systems) as directed by the Department Operations Manual (DOM).
4.	Maintains proper tool control in the work area in order to provide a safe and secure working environment for medical staff, utilizing tool counts and inventory of sharps (e.g., phlebotomy needles, syringes, butterfly needles, etc.) as directed by Institution Medical Department Policy and Procedures Manual and the DOM.
5.	Clean and sanitize laboratory and equipment (e.g., countertops, centrifuge, sinks, refrigerator, specimen storage/transport containers, general housekeeping, etc.) to maintain a sanitary work environment, by utilizing various disinfectant sprays and wipes according to state and federal regulations and laws and practicing Universal Precautions.

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6.	Maintains laboratory logs (e.g., Daily Workload Specimen Tracking, Result Turn Around Time, Infectious Disease Notification, Daily Inventory, Temperature, Monthly Eye Wash, etc.) for accurate tracking of specimens and materials utilizing (e.g., computers, log books, etc.) as directed by Institution Medical Department Policy and Procedures Manual, DOM and Plata.
7.	Operates specialized equipment (e.g., centrifuge, glucometer, etc) in the performance of preparing specimens for transport or testing, utilizing laboratory equipment (e.g., centrifuge, refrigerator, freezer, etc.) as directed by Institution Medical Department Policy and Procedures Manual and the Reference Laboratory Manual.
8.	Performs laboratory functions (e.g., collect, process and prepare laboratory specimens, etc.) of inmate patient specimens to ensure proper collection, handling, labeling and documentation of specimens, utilizing laboratory tools (e.g., centrifuge, specimen collection containers, requisition forms, etc.) as directed by Institution Medical Department Policy and Procedures Manual and the Reference Laboratory Manual.
9.	Collection of blood from inmate patients to produce specimens required for testing as ordered by physician, utilizing laboratory tools (e.g., phlebotomy needles, syringes, butterfly needles, tubes, etc.) as directed by Institution Medical Department Policy and Procedures Manual, the Reference Laboratory Manual and the Phlebotomy Manual.
10.	Determine the acceptability of specimens (e.g., urine, blood, stool, cultures, etc.) to ensure an acceptable sample, utilizing laboratory procedures (e.g., proper documentation, correct specimen container, correct specimen corresponding with order, etc.) as directed by the Institution Medical Department Policy and Procedures Manual, the Reference Laboratory Manual.
11.	Assemble Deoxyribonucleic Acid (DNA) kits for inmates to establish a DNA database of all felons utilizing blood, palm prints, buccal swabs, DNA kits, etc. as instructed by the Department of Justice.

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12.	Inventories and maintains (e.g., stocking, restocking, rotating stock, etc.) a sufficient amount of laboratory supplies (e.g., gauze, cotton balls, needles, etc.) readily available for laboratory staff to perform laboratory procedures, using inventory sheets, requisition forms and logs under the direction of the Senior Laboratory Technician and local operational procedures.
13.	Forward laboratory test results/reports (e.g., normal and abnormal) to appropriate medical staff to ensure the Physician on Call (POC) and/or the ordering physician receives, reviews and notes appropriate actions to be taken, utilizing the normal and abnormal ranges stated on the Laboratory Results/Report, as directed by the Institution Medical Department Policy and Procedures Manual and Plata.
14.	Prepares specimens for outside agencies (e.g., collect, process, etc.) from the inmate patient to produce an appropriate specimen for collection (e.g., blood, buccal swab, DNA kit, etc.) utilizing proper laboratory specimen collection techniques as mandated by the court system.
15.	Properly sort and dispose of contaminated material (e.g., sharps containers, body fluids, biohazard bags, etc.) in order to maintain a safe working environment by utilizing licensed hazardous material experts (e.g., companies that handle hazardous waste disposal, institutional Hazardous Material Specialist, etc.) according to state and federal laws, DOM, and Title 15.
16.	Properly store testing materials and reagents (e.g., spore tests, 24 hour urine containers with additives, etc.) to ensure the stability and longevity of testing materials and reagents utilizing proper storage facilities (e.g., acid cabinets, refrigerators, etc.) as directed by the Materials Safety Data Sheet (MSDS).
17.	Alert appropriate medical staff of critical test results (e.g., panic and critical values) to ensure proper medical procedures and treatment is immediately implemented, utilizing the phone, fax, personal contact, etc as directed by the Title 17, Institution Medical Department Policy and Procedures Manual and Plata.